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Law Department

G. Gregory Schivley, Esq.
Harness, Dickey & Pierce
5445 Corporate Drive
Troy, Michigan 48098

Subject: Patent Application Preparation

Dear Greg:

Enclosed herewith are copies of the below-referenced invention disclosures. No formal patentability searches will be conducted in these matters.

<u>Docket No.</u>	<u>Gov't Contract</u>	<u>Last Day To File</u>	<u>Billing Unit</u>	<u>Billing Code</u>	<u>First Draft Due</u>
12-1106	N/A	N/A	SEG/ETD	312	
12-1109	N/A	N/A	SEG/ETD	312	
12-1112	Restricted	11/15/00	SEG/ETD	312	
12-1134	N/A	N/A	SEG/ETD	312	
12-1135	N/A	N/A	SEG/ETD	312	
12-1136	N/A	N/A	SEG/ETD	312	

It would be appreciated if you would prepare patent applications for the inventions disclosed in the above dockets. The first draft of each application should be delivered to me on the dates indicated above. Your response as to whether or not you are willing to so prepare the applications should be transmitted to me immediately. If your firm is willing to prepare the applications, please indicate the name of the attorney who will be preparing each application.

If you need more information before you begin preparing the applications, please e-mail my assistant, Marilyn Beaumont (marilyn.beaumont@trw.com), to set up a meeting telephonically with the inventors so that they can provide details of the inventions. You should also be aware that all transmittals of drafts and comments should

G. Gregory Schivley, Esq.
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Page 2

be directed through me, and not directly between you and the inventor, so that I can keep track of the progress of the preparation. Also, any requests for additional documentation should be transmitted to my assistant via e-mail.

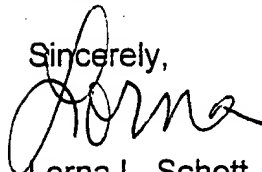
Attached is a list of standards that we are now requiring for all patent application preparation. Please follow these guidelines.

The transmittal should indicate whether or not there are any statutory bars running of which you are aware, and whether or not there are any impediments to our filing corresponding foreign applications. **Your firm is also responsible for informing us if there are any related and/or co-pending applications that are to be filed at the same time.**

So that there is no question as to division of responsibilities, this office will be responsible for the preparation of the formal papers (declaration, power of attorney, assignment) and the actual filing of the application.

I look forward to working with you to obtain the best patent coverage we can for this invention. If you have any questions concerning this matter, please do not hesitate to contact me.

Sincerely,



Lorna L. Schott
Patent Administrator

/lls
Enclosures

PATENT APPLICATION PREPARATION STANDARDS

- The first page of the application should include: Title, Headings for Cross-reference and/or Government clauses, only when applicable (leave out if not applicable), followed by Background, Summary of Invention, etc. Do not include a separate Cover/Title page,
- The header should contain the TRW Docket Number in the upper right hand corner,
- Standard government contract clause inserted upon first draft, when applicable,
- Specification with claims,
- Drawings prepared in semi-formal format (no shading – see Guide for the Preparation of Patent Drawings – Dept. of Commerce),
- Information Disclosure Statement and Form PTO-1449 signed by you,
- Abstract with reference numerals suitable for filing in foreign jurisdictions,
- Title of patent application on the abstract,
- Draft application on 8 1/2" x 11" bond paper (Specification and Abstract numbered in multiples of 5 and each claim separately numbered consecutively starting with 1,
- Copy of the application (initial drafts and subsequent drafts) on diskette readable by Microsoft Word running on a P.C. enclosed in a protective cover.
- The transmittal should also indicate whether or not there are: any related cases, statutory bars running of which you are aware, and whether or not there are any impediments to our filing corresponding foreign applications.
- All interviews with inventors should be cleared through this office. Any subsequent interviews, correspondence, or document exchange between you and the inventor should also be directed through this office, as well as copies of all documentation sent to us.